

U.S. MISSION – PARAGUAY

March 28, 2014

MANAGEMENT NOTICE

TO: ALL PERSONNEL – ALL AGENCIES

SUBJECT: VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT ANNOUNCEMENT NO. 07/14

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: Project Management Specialist, Public Administration

EMPLOYEE OFFICE: USAID/Paraguay

SERIES & GRADE: FSN-4005-11

STATUS: Personnel Services Contract (PSC)

OPENING DATE: March 28, 2014

CLOSING DATE: April 11, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Gs. 159,566,124 p.a. (Starting salary – Position Grade: FSN-11)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Paraguay is seeking for the position of Project Management Specialist, Public Administration.

BASIC FUNCTION OF POSITION

The incumbent will advance USAID's work to improve public administration in Paraguay by providing USAID with technical input and oversight of technical assistance to central Executive and Judicial branch offices and local and regional governments in the Northern Zone.

A copy of the complete position description listing all duties and responsibilities is available at <http://paraguay.usaid.gov/business.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1- Completion of a Master's degree, in political science, economics, public administration, or a related field.
- 2- At least seven years of progressively responsible, professional-level experience in governance-related project management in the public or private sector, preferably related to public administration. Applied experience in at least 2 of the following subject areas: public financial management; adoption of information and communication technology in public sector reform, civil service reform, and quality management systems.
- 3- Level IV Spanish language and Level IV English language are required.
- 4- The position demands in depth knowledge of a broad range of issues and concepts used in development and implementation of public policy and administration, policy issues and other matters related to program design, implementation and oversight. Expert specialist knowledge in developing, designing and implementation of such programs is required.
- 5- The position requires significant knowledge about host government existing policies and practices, the development agenda of the host government and priorities for socio economic development. The incumbent will also be expected to be highly knowledgeable of local political actors, political institutions (political parties, etc.) and their history, as well as the mechanics of governance in Paraguay as a whole. Knowledge of recent efforts to promote good governance and reform is necessary.
- 6- Job holder will be expected to work with a considerable degree of autonomy. Tasks will be highly context-driven, and may range from extremely complex analytical and management tasks to project management to administrative support.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.
- A current detailed resume which provides the following additional information as appropriate:
 - Indication of nationality (also dual nationalities) and address of residence
 - For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
 - A list of three references, with contact information, with knowledge of your work over the last five years.
 - For U.S. citizens: Social Security Number
 - Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

Submit applications to:

USAID/Paraguay
Attn: Supervisory Administrative Specialist
Juan de Salazar 364 c/Avenida Artigas
Asunción, Paraguay

CLOSING DATE FOR THIS POSITION: April 11, 2014

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

Definitions

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Cleared by: USAID – FCossich
Approved by: MO – MOrtiz-Kerr